

HOW TO DEVELOP A TITLE V PROPOSAL

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PRESENTATION OUTLINE

- >>The Preparation Process
- >>The CDP
- >>Pointers

BEWARE ...

THE IDES OF MARCH

--Julius Caesar

HOW TO PREPARE-- CONCEPTUAL

- The Proposal for _____???
- The Project. Definitions
- Proposal of “Activities”
- Format
- Style

HOW TO PREPARE— POINTERS/LOGISTICS

- Where do you begin?
- Methodology: Project Management
- Deadlines
- Master Copy
- Room, equipment and supplies

HOW TO PREPARE-- SUMMARY

- **Planning**
- **Compiling & Assembling**
- **Writing**
 - drafts -revisions --FORMS -final
- ***E-files & printing**
- ***Federal Express & Packaging**

MINDSET

- Institutional project vs
programmatic grant
- Development vs Process
- Transformation vs Routine
- Results vs “We are going to...”
- Language & style of HEA,
Title III regs, EDGAR, etc

It is the theory that
decides

...what we can observe

A Einstein

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HOW TO MEET “SELECTION CRITERIA” FOCUS

THINK BIG!
Development
or better yet
TRANSFORMATION

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SELECTION CRITERIA

- **Quality of comprehensive development plan [30 pts.]**
 - analysis of institutional strengths, weaknesses, and problems
 - realistic, well thought-out goals
 - measurable, goal-related objectives for growth and self-sufficiency
 - institutionalization of project achievements

???Go to CDP???#20

SELECTION CRITERIA

- **Quality of activity objectives [10 pts.]**
 - realistic and measurable
 - directly related to problems and goals

SELECTION CRITERIA

- **Quality of implementation strategy**
[25 pts.]
 - **comprehensiveness**
 - **clear and documented rationale**
 - **realistic activity timetable**

SELECTION CRITERIA

- **Quality of key personnel [10 pts.]**
- **Quality of project management plan [10 pts.]**
- **Quality of evaluation plan [10 pts.]**
- **Budget [5pts.] [costs must be necessary and reasonable in relation to project objectives]**

THINK BIG!

DEVELOPMENT
or better yet
TRANSFORMATION

TITLE V IS AN INSTITUTIONAL PROGRAM

- READ THE LAW
- What does “institution” mean???
- Institutional development =
**TRANSFORMATION OF THE
INSTITUTION**

Transformation: aims to produce deep-rooted changes, in order to improve the institution's performance and to better serve students, faculty and employees.

HEA 1998, Title V

- Expand educational opportunities and improve academic attainment of Hispanics
- Expand and enhance academic offerings, program quality, and institutional stability of HSIs, ***BECAUSE***

HSIs serve large numbers of Hispanics, minority, and low-income students.

Purpose of Title V Grants

To assist HSIs to plan, develop, undertake and carry out:

PROGRAMS TO IMPROVE AND EXPAND HSIs' CAPACITY TO SERVE HISPANICS AND OTHER LOW INCOME STUDENTS.

WHAT IS THE COMPREHENSIVE DEVELOPMENT PLAN

- An institutional strategy for
achieving
+growth *+self-sufficiency*
by strengthening its:
 1. Academic Programs
 2. Institutional Management
 3. Fiscal Stability

WHAT IS INCLUDED IN THE COMPREHENSIVE DEVELOPMENT PLAN

- An analysis of the strengths, weaknesses, significant problems, institutional management, fiscal stability
- Delineation of institutional goals for:
 - Academic Programs --Institutional Management --Fiscal Stability

Based on the outcomes of the analysis

THE CDP MUST INCLUDE:

- **Strengths**
- **Weaknesses**
- **Significant Problems**
- **Institutional Goals**
- **Measurable Objectives**
- **Timeframe for achieving the objectives**
- **Methods and Practices to Institutionalize Practices**

LOGISTICS AND POINTERS

- Project Management “Activity”
- Server, Printers and Equipment (Back-ups)
- Room / File Cabinet
- Buy-in: (top-down)
 - Chancellor/President
 - Constituencies
 - Human Resources
 - Key Secretaries & Key Technicians

TIME

“Nothing will come of nothing” --Lear--

- You have 50 days/7 weeks left
- + if you put in 12-hour days
=600 hours per man or woman
- Plan for 7 100-hour weeks
- BE CONCISE, BE CONCISE...
- Get to the POINT, with no introduction
- “Brevity is the soul of wit” –Hamlet
- “Lo bueno, si breve, dos veces bueno”
–Baltasar Gracián



GOOD LUCK !!!